

U.S. Department of Labor

Assistant Secretary for  
Veteran's Employment and Training  
Washington, D.C 20210



February 8, 1988

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KANSAS CITY, MO

VETERANS' PROGRAM LETTER NO. 5-88

TO: ALL REGIONAL ADMINISTRATORS AND DIRECTORS  
FOR VETERANS' EMPLOYMENT AND TRAINING SERVICE  
ALL STATE EMPLOYMENT SECURITY AGENCY  
ADMINISTRATORS (SESAs)  
ALL REGIONAL ADMINISTRATORS, EMPLOYMENT  
AND TRAINING ADMINISTRATION

FROM: DONALD E. SHASTEEN

SUBJECT: Joint Department & Army and Department  
of Labor (DOL) Transition Job Assistance  
Program

I. Purpose: To issue the procedures for handling Job Assistance Packets and tracking services to recent military separatees who participate in the Army Transition Management Program. To further advise State Employment Security Agencies (SESAs) and the Veterans' Employment and Training Service (VETS) staff of the Job Assistance Center component of this project.

II. Reference: Veterans' Program Letter No. 7-87, dated May 20, 1987.

III. Background: Veterans' Program Letter No. 7-87 transmitted initial information and guidance to SESAs and VETS staff regarding the Army's Transition Management Program currently operating at Fort Bragg, North Carolina. This program is expected to expand to five additional "program installations" early next fiscal year. If successful, all 40 Army installations in the CONUS are hoped to be at full implementation by 1990. VETS has been providing technical assistance for the Transition Job Assistance Program (TJAP) module of the Transition Management (TM) program.



The objectives of the TJAP at Fort Bragg do not include job placement. Instead, the staff of the TJAP **provide** civilian labor force information to soldiers approaching the end of their tours, thus enabling them to make informed career decisions. Those who choose to transition from the Active Army are provided additional skills and information designed to help ease their transition.

Two elements are instrumental in providing this assistance:

1. Information specific to the labor market in which the soldier plans to work. The soldier is assisted in making realistic, informed career decisions.
2. Job-seeking skills workshops. The soldier is provided training designed to improve skills with which job search efforts can be more successful and employability can be enhanced.

During the workshops, use of the resources and staff of state employment service system offices is emphasized and strongly encouraged. This project relies upon the local Job Service to complete the transition phase with placement-related services.

The Transition Job Assistance Program provides Job Service with a tool to assist with placement efforts. This product is a Job Assistance Packet containing occupationally significant information about the transitioning soldier's education, training, work experience and employment interests. This information is prepared in duplicate. One copy serves as a personal resource for the transitioning soldier. The other copy is provided to the local Job Service office serving the area to which the soldier plans to return.

These packets have been sent to Directors for Veterans' Employment and Training Service (**DVETS**) to route to local offices through their **SESA's**. This has caused undue delay in receipt by local offices. Based upon responses received from a number of **SESAs** and VETS staff, this procedure is being changed. The Transition Job Assistance Packets will now be forwarded directly to the "recipient" Job Service local office at least two weeks prior to actual separation. It will contain instructions on handling and tracking the case being managed. A cover letter from the **ASVET** will reaffirm our commitment and will contain the name and social security number of the participating soldier and the local office handling the case. A copy of each cover letter will be sent to the DVETS for tracking, follow-up and reporting results/problems of this pilot initiative.

IV. Actions Required:

- A. Effective immediately, DVETS will formulate and maintain a record/log of packets received in their state. Upon receipt of a cover letter for a **tran-**sitioning soldier, DVETS will record any useful information, but logs must include at a **minimum**, the soldiers' social security number, name and local office to which the packet was sent (especially for use in states with automated applicant service systems) and acknowledgements of receipt. An example of such a log is attached.

The information from the logs will be used in assessing and evaluating the services provided to transitioning soldiers.

DVETS will follow up to ensure timely receipt of each packet by the appropriate Job Service local service delivery point through the state agency, as arranged. DVETS are to record the acknowledgements of receipt on the log. Timeliness of service is critical to achieving the goals of this initiative.

- B. Using such mechanisms as computerized applicant services information or LVER reports, DVETS will gather information regarding services provided to these participating soldiers. DVETS monitoring will complement the tracking attempted by the Department of the Army. We are interested only in services beyond application or such routine services as referrals to county/town clerk offices to record their DD Form 214 or to local offices of a state's Division of Veterans Affairs/Services. Monitoring of results should be performed periodically, but within ninety days following the local office receipt of the TJAP packet. Such monitoring will not be performed through direct field visitation, except when the evaluation of the Job Service local office providing services is coincidentally scheduled during that period. Other avenues for information collection include applicant services data available through use of computer terminals in states with automated **track-**ing systems and/or through LVER report narratives.
- C. Failures to provide appropriate services will be recorded by the DVETS, who will inform the state . agency of such findings.

- D. **SESAs** are expected to cooperate with this pilot effort and to give this initiative appropriate priority. All local offices should be informed about this program. It is recommended that **SESA's** contact their WETS to assist in the establishment of uniform procedures to track results. Specific problems/results should be expeditiously related to the DVETS to ensure the success of this joint pilot initiative.
- E. DVETS will include any problems and the cumulative results of this initiative in their monthly report narrative of significant activities until advised otherwise. Reporting items include:
1. The number of TJAP packets received in their state to date.
  2. The number of participating soldiers who reported to Job Service Local Offices.
  3. The number of these individuals who:
    - a. received counseling or testing (include Job Search Workshop).
    - b. were referred to training (e.g. **JTPA**) to upgrade skills.
    - c. ~~were~~ referred to a job.
    - d. were placed in a job.
    - e. obtained employment following the provision local office services.
    - f. applied for Unemployment Insurance.
  4. (Optional) Other results such as:
    - a. joined a reserve component/national guard.
    - b. reenlisted in military service.
    - c. hired, but returned to Job Service for further services.
    - d. never applied for service.
    - e. not in need of service.
  5. Problems encountered (e.g. failure to respond to contacts by local office or report for service/job interviews, or work; results unattainable from state agency personnel/systems, and why.)

DVETS are requested to contact their **RAVETS** regarding any recommendations which DVETS or the SESA staff may have to enhance the effectiveness of this program. Significant problems should be referred by telephone to the Desk Officer. These reports will be attached to the monthly reports sent to National Office.

Additional information regarding the further implementation of this program will be forthcoming.

V. Attachments: Attached you will find one blank copy of each of the basic completed forms common to all TJAP packets sent and a sample reporting log:

- A. Sample cover letter from OASVET.
- A. "Application/Job Search Plan", (FB Form 2996).
- C. "Veterans' Reemployment Rights Checklist" (FB Form **2996-01**).
- D. Draft "Instructions for Use by Job Service Offices."
- E. Sample format for DVETS log for Department of Army's TM program.

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Dear Job Service Office Manager:

The United States Department of Labor is cooperating with the Department of the Army on a special placement project. Through a Transition Management concept, it is hoped we can expedite the reentry of military personnel into the civilian labor force, minimizing the need for UCX expenditures.

This transmittal introduces

\_\_\_\_\_, currently  
Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
stationed at Fort \_\_\_\_\_ who will soon be returning, to

\_\_\_\_\_  
I expect this soldier will be afforded every appropriate service and assistance.

The results of the efforts of your staff will be monitored by the Director for Veterans' Employment and Training Service (DVETS) in your state during the next ninety (90) days. He will be looking for information regarding the provision of the following services:

- \_\_\_\_\_ a. Provided counseling and/or testing (to include Job Search Workshops, if available).
- \_\_\_\_\_ b. referred to training (e.g. JTPA) to upgrade skills.
- \_\_\_\_\_ c. referred to a job(s).
- \_\_\_\_\_ d. placed in a job(s).
- \_\_\_\_\_ e. obtained employment following the provision of local office services.
- \_\_\_\_\_ f. applied for Unemployment Insurance.



- 2 -

The following information (if available), would also be appreciated, if the participant:

- a. joined a reserve component/national guard branch.
- b. reenlisted in military service.
- c. was hired, but returned to Job Service for further service; or
- d. never applied to Job Service.
- e. was not in need of SESA service.

You may use this letter to record any of the above. In addition I would appreciate any comments you may provide to your DVETS to assist us to make this approach more successful.

I am sure you will give this project your full support and commitment. Your dedicated support is appreciated.

Sincerely,

DONALD E. SHASTEEN

STATE \_\_\_\_\_

Page \_\_\_\_\_

REGION \_\_\_\_\_

DATE  
DECEMBER

SOLDIER'S NAME

SOCIAL

LOCAL OFFICE &

SAMPLE LOG  
ARMY TRANSITION MANAGEMENT PROGRAM

RESULTS  
ROBLEM

# U.S. ARMY TRANSITION JOB ASSISTANCE

IN COOPERATION WITH STATE EMPLOYMENT SECURITY AGENCIES

1. LAST NAME FIRST NAME INITIAL			2. SOCIAL SECURITY NUMBER			3. MILITARY OCCUPATIONAL SPECIALTY CODE:			
4. ADDRESS			5. TELEPHONE			TITLE:			
6. CITY		COUNTY		STATE		ZIP			
7. SEX <input type="checkbox"/> M <input type="checkbox"/> F		8. BIRTH DATE MO. DAY YR.		9. CIRCLE HIGHEST YEAR OF SCHOOL COMPLETED Grade School High School College Post Grad. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19			10. CITIZEN OF THE U. S. ? <input type="checkbox"/> YES <input type="checkbox"/> NO		
11. EDUCATION AND SPECIAL TRAINING						DOT _____ BASED ON MOS CONVERSION			
12. U.S. ARMY APPRENTICESHIP PROGRAM <input type="checkbox"/> YES <input type="checkbox"/> NO Skill: _____ Hours: _____						13. CIRCLE TRANSPORTATION Public Private None			
15. DATES OF ACTIVE MILITARY SERVICE Entered Transitioned <input type="checkbox"/> Character Other Than Dishonorable						4. SHIFT AVAILABLE 1st. 2nd. 3rd.			
16. Do YOU BELIEVE THAT YOU ARE ENTITLED TO REEMPLOYMENT WITH YOUR PRESERVICE EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO DO YOU WISH TO PURSUE REEMPLOYMENT RIGHTS IF ANY? <input type="checkbox"/> YES <input type="checkbox"/> NO (See Reemployment Rights Checklist)						LOCAL JOB SEARCH PLAN			
17. CIRCLE AREAS OF WORK INTEREST: ASSEMBLY, CLERICAL, MACHINE OPERATING, LAW ENFORCEMENT, MANAGERIAL, TECHNICAL, SALES, PROFESSIONAL, SERVICE WORK, FARMING, OTHER (write in): _____						18. COMPANIES PREFERRED, IF KNOWN: _____			
19. Do YOU HAVE ANY DISABILITY THAT COULD BE A HANDICAP OR SAFETY CONSIDERATION IN THE LINE OF WORK YOU PLAN TO PURSUE? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES," explain briefly: _____						DOES VETERAN WISH TO PURSUE REEMPLOYMENT RIGHTS? <input type="checkbox"/> YES <input type="checkbox"/> NO (If "YES," See Reemployment Rights Checklist)			
20. EMPLOYMENT RECORD Describe your longer and most important jobs starting with the most recent.						IS DOT APPROPRIATE FOR LOCAL LABOR FORCE? <input type="checkbox"/> YES <input type="checkbox"/> NO			
UNITED STATES ARMY						IS/ARE WORK INTEREST(S) APPROPRIATE FOR LABOR MARKET? <input type="checkbox"/> YES <input type="checkbox"/> NO			
UNIT AND LOCATION						Do WORK INTERESTS REQUIRE FURTHER EDUCATION OR TRAINING? <input type="checkbox"/> YES <input type="checkbox"/> NO			
LENGTH OF JOB		DATE ENDED		PAY		Type: _____			
RANK/GRADE		REASON FOR LEAVING		NAME OF JOB AND DESCRIPTION OF WHAT YOU DID. (Include tools and equipment used)		Providers: _____			
NAME OF COMPANY						PRELIMINARY DOT ASSIGNMENT BASED ON VETERANS INTERESTS, EDUCATION, EXPERIENCE, AND LABOR MARKET:			
ADDRESS						_____ Primary			
LENGTH OF JOB		DATE ENDED		PAY <input type="checkbox"/> WEEK <input type="checkbox"/> MONTH <input type="checkbox"/> BI WEEK <input type="checkbox"/> COMMISSION		_____ Additional			
REASON FOR LEAVING JOB						EMPLOYERS PLANNED FOR JOB DEVELOPMENT:			
NAME OF JOB AND DESCRIPTION OF WHAT YOU DID. (Include tools and equipment used)						_____ _____ _____ _____			

**U.S. ARMY TRANSITION JOB ASSISTANCE**  
IN COOPERATION WITH STATE EMPLOYMENT SECURITY AGENCIES  
(AR 600-8)

**VETERANS REEMPLOYMENT RIGHTS CHECKLIST**

(Privacy Act Statement On Reverse)

Under the Veterans' Reemployment Rights (VRR) law, a person who leaves a civilian job in order to enter active duty in the Armed Forces, voluntarily or involuntarily, is entitled to return to his civilian job after his discharge or release from active duty if he meets the five basic eligibility criteria of the VRR law:

1. He must have been employed in an "other than temporary" civilian job.
2. He must have left the civilian job for the purpose of entering military service.
3. He must not remain on active duty longer than four years, unless this period beyond four years (up to an additional year) is "at the request and for the convenience of the Federal Government," and the DD FORM 214 carries this statement.
4. He must be discharged or released from active duty "under honorable conditions."
5. He must apply for reemployment with the pre-service employer within 90 days after separation from active duty.

A person meeting these criteria may be entitled to a better job with the civilian employer than the one he left. (The whole point of the VRR law is to place the returning veteran in the job he would have attained if he had remained continuously employed instead of going on active duty.)

If you believe that you may have rights to reemployment with your pre-service employer, please complete the following information:

PLEASE PRINT

NAME \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE NUMBER (\_\_\_\_) \_\_\_\_\_

EMPLOYER NAME \_\_\_\_\_ UNION (If Any) \_\_\_\_\_

EMPLOYER ADDRESS \_\_\_\_\_ PHONE NUMBER (\_\_\_\_) \_\_\_\_\_

DATES OF EMPLOYMENT  
BEFORE MILITARY SERVICE FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ WAS POSITION  
TEMPORARY ☐ YES ☐ NO

TITLE OF LAST POSITION HELD \_\_\_\_\_ RATE OF PAY \_\_\_\_\_

LEFT POSITION TO ENTER MILITARY SERVICE ☐ YES ☐ NO PERFORMED MILITARY SERVICE FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_

CHARACTER OF SERVICE ☐ HONORABLE ☐ GENERAL ☐ UNDESIRABLE ☐ DISHONORABLE  
OR TYPE OF DISCHARGE 0 ENTRY LEVEL ☐ OTHER \_\_\_\_\_

An Employment Service Staff member can advise the employer of your planned return, however you must apply to the employer for reemployment in a timely manner in order to protect your rights to reemployment.

Sign your name here if you want the employer named above to be advised of your planned return.

signature

**DATA REQUIRED BY THE PRIVACY ACT OF 1974  
(5 USC. 301)**

**Title of Form: Veterans' Reemployment Rights Checklist**

**Prescribing Directive: AR 600-8**

**1. Authority: Title 10, U.S.C. 3012**

**2. Principal Purpose(s):** To provide the soldier transitioning into civilian life with the information needed to determine if he or she has reemployment rights with employer for whom the soldier worked prior to entering service. To provide the soldier with the means to initiate action relative to his or her reemployment rights.

**3. Routine Uses:** Will be used by the soldier who participates in the Job Assistance Workshop and determines he or she has reemployment rights. The form will be completed by the soldier and become part of a Job Assistance Packet during a special counseling session. If the soldier desires, a copy of the form will be forwarded to the state employment office in the soldier's home state 30 days prior to ETS date.

**4. Mandatory or Voluntary Disclosure and Effect on Individual not Providing Information:** Voluntary. Failure to provide information requested will prevent the soldier from initiating action relative to his or her reemployment rights during the workshop phase of the Job Assistance Program.

JOB ASSISTANCE PACKET  
US ARMY/JOB SERVICE/VETS

Instructions for use by Job Service Offices (Note that the Privacy Act statement restricts the use of any information contained in the packet to only those **uses** directly and incidentally related to assisting the soldier/veteran in obtaining his statutory rights to reemployment if eligible, or in providing job placement and related services usual to the management and operations of a local office of the State Employment Service.)

**Discussion:** Each packet will contain an orange colored 'APPLICATION/JOB SEARCH PLAN' form (**FB Form 2996 [TEST]**). This is the basic document necessary for planning the services to be provided the veteran applicant upon their registration. It is requested that the **"LOCAL JOB SEARCH PLAN"** be completed soon after receipt of this packet to help ensure that the veteran's transition to a suitable job or job training can be effected the most promptly following registration.

1. The right-hand column of the "APPLICATION/JOB SEARCH PLAN" contains the six (6) elements of the **\*LOCAL JOB SEARCH PLAN**.
2. The first question (regarding Reemployment Rights) can be answered from the soldier's response to item 16 of, the 'APPLICATION.= If this is checked "yes," there will be a **"Veterans' Reemployment Rights Checklist"** included in the packet which will provide information regarding the veteran's eligibility, and no further job search plan is then required. If the soldier has completed and signed the 'Checklist,= the soldier is requesting that his preservice employer be advised of his plan to return to work so that the employer can plan to adjust the work force as may be necessary. Local office action on the request can help both the employer and the veteran and help expedite the veteran's transition to the civilian labor force.
3. A **"yes"** or **"no"** is all that is required, indicating the likelihood of the veteran securing employment in the local job market in the occupation indicated by the WT.
4. AS above, a **"yes"** or **"no"** answer is required after reviewing items 17 through 19 for interests and any possible restrictions and evaluating the local job market against the soldier's interests.
5. Regarding further education and training, a 'yes' response asks that the local office identify training opportunities which will serve to overcome any "barrier to employment" caused by employers' usual requirements of applicants in these occupations. Items 9, 11, 12, and 20 will provide more detail on possible qualifying education and experience.
6. Given the information contained on the "APPLICATION" and the evaluation of the "LOCAL JOE SEARCH PLAN" to this point, the local office is asked to assign a preliminary DOT code (s), reasonably consistent with the soldier's background and interests, and in consideration of current labor market conditions.
7. The assignment of the DOT code(s) should be followed by listing at least four (4) area employers who employ workers in these occupations and who either the local office or the veteran can plan to approach regarding job opportunities.

Other documents which may be found in the Job Assistance Packet are provided to further substantiate or detail the applicant's education and experience which may help the local offices in efforts to serve the veteran applicant.